

RETURN TO: Department of Public Instruction Teacher and School Effectiveness 600 E Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440 Fax: (701) 328-0201

This form is due in the Teacher and School Effectiveness office - May 1.

North Dakota Century Code §15.1-27-23. Weather or other emergency conditions - Closure of Schools - State payments to school districts permits the Governor to grant a waiver in the event severe weather or other emergency conditions cause a school or school district to close or provide less than a full day of instruction. However, the school or school district must first make every effort to reschedule classes so that students receive at least one hundred seventy-five full days of instruction. In order to apply for the waiver, the request must be submitted by May 1. This timeframe allows time for the Governor to consider the request and time to make up the requested days in the event the request is denied.

Section I.

Please complete the district's contact information requested below. The Governor's Office will advise the school district and the

			County Number	LEA Number	
Mailing Address		City	State	ZIP Code	
Name of Contact Person F		Position	Telephone Number	Telephone Number	
E-Mail Address		Fax Number	Fax Number		
Signature			Date	Date	
Section II. Please complete this form this section, please indica	to indicate school da te the length of schoo listrict's best attempts	ol day, summary of school closu. s to make up the requested waiv	ult of severe weather or other emer res due to weather or emergency co rer days.		
Kindergarten	Elementary	calendar. Junior High/Middle	High School		
Datas ashaal was		eason for cancellation	Date cancellation was made		
Dates school was cancelled due to weather or emergency condition		veather, boiler failure, gas leak that risk student safety, etc.)	up or indicate if requesting a waiver		
cancelled due to weather				For dates in which a waiver is requested.	
cancelled due to weather				waiver is requested, please provide reasoning for which	
cancelled due to weather				waiver is requested, please provide	

Date of cancellation in which a waiver is requested	Reasoning for which the rescheduling of classes would create undue hardship to the district
Please describe what the di	strict has done to make every effort to reschedule classes so that students receive at least 175 instructional days.

Before the Request for Emergency Declaration State Aid Eligibility (SFN 51826) (a.k.a. storm forgiveness waiver) can be submitted and is eligible for review by the Governor's Office, the school district must:

- 1. Account for, and utilize, two or more weather related closure days as indicated in their STARS Fall School Calendar.
- 2. Provide a School Calendar Amendment Request in the form of a memo or letter to the Department of Public Instruction demonstrating that the district has made every attempt to ensure 175 full instructional days are provided to their students. The School Calendar Amendment Request must show the district's plan for exhausting all eligible and potential instructional days remaining in the school calendar. These dates may include non-mandated holidays (please reference NDCC § 15.1-06-02 School Holidays), preplanned breaks, or days between last day of school and scheduled high school graduation.
- 3. Exercise all options outlined in the district's *School Calendar Amendment Request*. A district's undue hardship rationale and *Request for Emergency Declaration State Aid Eligibility* (SFN 51826) will only be considered after the school district has exercised all options outlined in their *School Calendar Amendment Request*.